

A GUIDE FOR BOARD AND COMMISSION APPLICANTS

This information is designed to provide an overview of the Sunnyvale Board and Commission interview process. Should you be appointed to a board or commission, each member will receive additional information as part of the orientation provided by the board or commission staff liaison.

If I am appointed, when and how will I be notified?

Councilmembers will consider appointments and announce the term for each appointment at the designated Council meeting. Applicants may immediately learn of the results by attending the Council meeting or watching the meeting broadcast on KSUN (Channel 15). The day after the Council meeting, staff will contact each applicant appointed by the Council. A letter from the Mayor will be sent to all applicants noting the status of their application.

Upon appointment, what am I required to do?

Should you be appointed, your next steps are as follows:

1. Immediately, please make an appointment with Office of the City Clerk by calling (408) 730-7474 to take your Oath of Office and sign the Code of Ethics. Should you be appointed to the Planning Commission, Board of Building Code of Appeals, or Heritage Preservation Commission, you will also need to complete a Fair Political Practices Commission (FPPC) Disclosure Form 700. Staff will guide you through this simple process, and further information may be obtained at www.fppc.ca.gov. **PLEASE NOTE:** You will **not** be able to attend a meeting as a voting member until you have taken the Oath of Office and signed the Model of Excellence.
2. Attend the Mandated Ethics Training Workshop and the Orientation for New Board and Commission Members for all board and commission members. Please call the Office of the City Clerk (408) 730-7595 to schedule your training.

When can I attend my first meeting?

The board or commission liaison will contact you regarding the next meeting date and time for your particular board or commission. You will be eligible to attend that meeting as a voting member if you have taken the Oath of Office and signed the Model of Excellence.

What else do I need to know?

Applicants should have knowledge of and/or demonstrate interest in Sunnyvale's future developmental plans and programs.

It is important for applicants to realize the type and amount of time and commitment necessary to be a successful board or commission member. Each applicant is encouraged to give full consideration to these factors before accepting an appointment.

Additional Questions?

Should you have further questions, please contact the board or commission staff liaison or the Office of the City Clerk (408) 730-7595.

Good Luck and thank you for your interest in helping the City of Sunnyvale.